



SHORT SUBDIVISION FINAL SUBMITTAL CHECKLIST

Planning & Community Development

The following information is typically needed in order to submit an application for review. Depending on the scope of work, some items may not apply or may be combined. If you have a question on required items, please call (206) 801-2500 or stop by our office. Read each item carefully and provide all applicable information. **All construction drawings must be drawn to an architectural scale (e.g. 1/4"=1'), while site plans and civil drawings must be drawn to an engineering scale (e.g. 1" = 20').**

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| <ul style="list-style-type: none"><input type="checkbox"/> Permit Application. Include preliminary short plat application number with project description.<input type="checkbox"/> Final Short Plat drawings to the City's Standard Form – two (2) copies. | <ul style="list-style-type: none"><input type="checkbox"/> Title Report/Short Plat Certificate (no more than 30 days old). |
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Submittal Fee: \$1,246.00 (\$155.75 hourly rate, 8 hour minimum).

Please note: Fees effective 1/2014 and are subject to change.

- A short plat is a recorded survey and must comply with all requirements of RCW 58.09 (Survey Recording Act) and WAC 332-130-050 (Survey Map Requirements).
- One original Mylar drawing and two paper drawings will be required for recording. However, please submit draft paper drawings for review prior to printing the mylar.

NOTE: Please be sure that all drawings are clear and information is legible. Number each page consecutively and staple them together with the site plan as your first sheet. No pencil drawings will be accepted. Applications may not be accepted after 4:00 pm.

The Development Code (Title 20) is located at CodePublishing.com

Business Hours: M – F 8:00 a.m. to 5:00 p.m. ♦ **Permit Processing Hours:** M – F 8:00 a.m. to 4:00 p.m.

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2/2014